



Governor's Office of Emergency Services

FY 07 Emergency Management Performance Grant Program

Grant Guide for Local Governments

March 1, 2007

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Foreword: Director's Message to Grant Recipients

I am pleased to provide these Fiscal Year (FY) 2007 program guidelines and application materials for the Emergency Management Performance Grants (EMPG) program. FY 2007 EMPG will provide critical assistance to sustain and enhance local emergency management capabilities in California, consistent with previous years.

The EMPG program provides an opportunity to achieve greater integration of California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). This year, SEMS and NIMS integration can be supported by:

- Conducting at least one Operational Area (OA) Council meeting annually (gaining approval from the Council for EMPG 07 projects)
- Establish a regular EOP review cycle (not more than 3 years) and maintenance plan.
- Designating a single point of contact to serve as the principal coordinator for NIMS implementation
- Participating in MARAC and SEMS Specialist Committee meetings
- Establishing a public information system to gather, verify, coordinate and disseminate information during an incident
- Inclusion of private sector, non-governmental and volunteer organizations in all phases of emergency management
- Initiating ICS 300 and ICS 400 training to appropriate staff
- Validating that inventory of response assets conforms to FEMA Resource Typing Standards
- Utilizing response asset inventory for mutual aid requests, exercises and actual events
- Developing systems and processes to ensure that incident managers at all levels share common operating picture of an incident.
- Maintaining training and exercise records
- Providing the Regions with NIMS adoption documentation
- Completion of NIMCAST or FY 07 metrics for FY 07 requirements
- Establishing or enhancing duty officer systems and procedures

These are to be considered the minimum program activities for the Operational Areas to accomplish within the program period.

EMPG supports all-hazards planning, conducting training and exercises, and, most importantly, emergency management personnel at the State and local level. It is important that California take lessons learned from previous incidents and exercises, the Nationwide Plan Review, and Hurricane Katrina after action reports, to strengthen all-hazards catastrophic incident preparedness.

The events surrounding Hurricanes Katrina and Rita highlight the critical importance of effective catastrophic all-hazards planning at all levels of government, and lessons learned, particularly from Hurricane Katrina, are being evaluated, shared, and implemented. As part of this effort, State and local jurisdictions must engage in a comprehensive planning process that seeks to enhance their emergency management and catastrophic capabilities through strengthened regional relationships and the allocation of resources toward all-hazards planning.

To further enhance the State's effort to prepare and respond in time of a disaster or an incident of national significance, the Governor's Office of Emergency Services (OES) has embarked on a credentialing program for key SEMS/NIMS emergency response positions. This effort has been coordinated with the assistance of local and state government, private, non-profits, and tribal entities. The SEMS Advisory Board has reviewed and approved this program.

This voluntary system is designed to promote the following:

- Establishment of common performances/competencies
- Common typing for Mutual Aid
- Timely identification of key personnel in time of need
- Overall effective response
- NIMS Credentialing Compliance

Emergency management must be able to coordinate in the context of natural and manmade hazards, as well as technological events, that threaten the security of the homeland and the safety and well-being of citizens. An all-hazards approach to preparedness, including the development of a comprehensive program of planning, training, and exercises, encourages an effective and consistent response to any threatened or actual disaster or emergency, regardless of the cause. As authorized by the FY 2007 Department of Homeland Security (DHS) Appropriations Act (P.L. 109-295), the FY 2007 Emergency Management Performance Grants (EMPG) program seeks to provide resources to assist State and local governments in moving forward with this all-hazards planning approach to emergency management.

The Governor's Office of Emergency Services is providing this guide to assist with the application process, and staff from the office will be available to provide technical assistance throughout the grant process. We look forward to continuing to work with each and every one of the Operational Areas on this program. I am confident that through our combined efforts, the State of California and local emergency management agencies will be better prepared to manage any emergency event.

HENRY RENTERIA
Director

Part One – Grant Overview

Purpose of this Grant The purpose of the Fiscal Year 2007 Emergency Management Performance Grant (FY07 EMPG) is to support comprehensive emergency management at the state, tribal and local levels and to encourage the improvement of mitigation, preparedness, response and recovery capabilities for all hazards. Funds provided under the EMPG may, and should, be used to support activities that contribute to the Operational Area's capability to prevent, prepare for, mitigate against, respond to and recover from emergencies and disasters, whether natural or man-made.

Eligible Grant Recipients The eligible grant recipients are the 58 Operational Areas.

Purpose of this Grant Guide This *Grant Guide* will provide grant recipients, and their designated agencies, with guidance and forms to apply for, perform and closeout the FY07 EMPG grant. This *Guide* specifies the performance period, allocations, eligible activities and other grant related information and requirements.

Performance Period The FY07 EMPG performance period is October 1, 2006 through September 30, 2007.

Matching Requirements The FY07 EMPG requires a dollar-for-dollar match.

Allocations and Methodology California will subgrant \$7,100,000 to OAs. OA allocations were determined using a \$50,000 base award, with remaining funds distributed using per capita figures in the Department of Finance's yearly report called *E-2. California County Population Estimates and Percent Change*. This report can be accessed at the following website:

http://www.dof.ca.gov/HTML/DEMOGRAP/ReportsPapers/Estimates/E2/E-2_2000-06.asp

A complete listing of the allocations for the FY07 EMPG can be found in Appendix A.

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Part One – Grant Overview, Continued

OA Responsibilities

The OA's responsibilities are to:

1. Submit a grant application package to OES by **May 15, 2007** that represents the consensus of the OA's Operational Area Council and includes minutes of the meeting.
2. Comply with all assurances and certifications contained in the Grant Assurances submitted with the FY07 EMPG application.
3. Prepare performance reports for the duration of the performance period. Further reporting details are included in Part Four, Performance Period Activities, under "Performance Reports".
4. Maintain financial management systems that support grant activities in accordance with 44 CFR Part 13.20.
5. If changes are required after the initial grant award, submit revision requests to OES, prior to incurring the associated expenditures. Further details are included in Part Four, Performance Period Activities, under "Revision Requests".
6. Remit unexpended grant funds to OES after all work has been completed and payments have been disbursed.
7. Maintain property, programmatic and financial records in accordance with the grant record retention requirements. Further details on the retention requirement are contained in Part Four, Performance Period Activities, under "Record Retention Requirements".
8. Comply with the audit requirements contained in Office of Management and Budget (OMB) Circular A-133, and Title 44 Code of Federal Regulations, Part 13.26.

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Part One – Grant Overview, Continued

Applicable Laws, Regulations, Guidance Documents and Websites

OAs must ensure that local and internal departments are aware of the following laws, regulations and guidance documents that apply to this grant:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act as amended.
- Office of Management and Budget (OMB) Circulars A-87, A-102, A-133 <http://www.whitehouse.gov/omb/circulars/index.html>
- California Emergency Services Act, Chapter 7 of Division 1 of Title 2 of the Government Code - Provides the legal basis for Emergency Management activities in California. Government Code Section 8607 describes the Standardized Emergency Management System.
- Grant Guide for Local Governments provided by OES.

The following documents produced and distributed by the OES can be used as additional resources. They can be found on the OES website at:

www.oes.ca.gov.

- Local Emergency Planning Guidance
- State Plan
- SEMS/NIMS Regulations

Grant Timelines

May 15, 2007	Submit applications to OES' Regional Offices.
July 16, 2007	A performance report is due to OES' Regions for the period October 1, 2006 through June 30, 2007.
September 30, 2007	All grant activities must be completed and all funds disbursed.
October 31, 2007	A final performance report is due to OES' Regions for the period of July 1, 2007 through September 30, 2007.

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Part One – Grant Overview, Continued

**Contact
Information**

Technical assistance is available throughout the application and grant performance process. Contact your OES Region at one of the following numbers:

Coastal Region (510) 286-0895
Inland Region – (916) 845-8470
Southern Region (562) 795-2900

Part Two – Program Specific Information

Program Overview

The purpose of the FY07 EMPG is to support comprehensive emergency management and to encourage the improvement of mitigation, preparedness, response and recovery capabilities for all hazards. Funds provided under the EMPG may, and should, be used to support activities that contribute to the OA's capability to prevent, prepare for, mitigate against, respond to and recover from emergencies and disasters, whether natural or man-made. Towards this end, OES has established emergency management priorities, goals and objectives for California. OA activities under this grant must be tied to these priorities, goals and objectives.

Director's Emphasis

Listed below are ten key elements that the Director is emphasizing for the 2007 EMPG program. These are to be considered the minimum program activities for the Operational Areas to accomplish within the program period.

- Conducting at least one Operational Area (OA) Council meeting annually (gaining approval from the Council for EMPG 07 projects)
- Establish a regular EOP review cycle (not more than 3 years) and maintenance plan.
- Designating a single point of contact to serve as the principal coordinator for NIMS implementation
- Participating in MARAC and SEMS Specialist Committee meetings
- Establishing a public information system to gather, verify, coordinate and disseminate information during an incident
- Inclusion of private sector, non-governmental and volunteer organizations in all phases of emergency management
- Initiating ICS 300 and ICS 400 training to appropriate staff
- Validating that inventory of response assets conforms to FEMA Resource Typing Standards
- Utilizing response asset inventory for mutual aid requests, exercises and actual events
- Developing systems and processes to ensure that incident managers at all levels share common operating picture of an incident.
- Maintaining training and exercise records
- Providing the Regions with NIMS adoption documentation
- Completion of NIMCAST or FY 07 metrics for FY 07 requirements
- Establishing or enhancing duty officer systems and procedures

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Part Two – Program Specific Information, Continued

Goals and Objectives

The goals and objectives of the state are described in Appendix B. These are not all of the goals and objectives from the state's strategy, only those relative to the implementation of the EMPG program. The goals address seven main categories:

1. Hazard Mitigation
2. Emergency Planning
3. Emergency Preparedness
4. Training, Exercises and Evaluation
5. Communications, Alert and Warning
6. Emergency Response
7. Recovery

Eligible Activities and Projects

Eligible activities are those that support the goals and objectives listed in Appendix B, and must be tied to a project with a measurable outcome.

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Part Two – Program Specific Information, Continued

Eligible Costs To be allowable under federal awards, costs must meet the criteria as stated in OMB Circular No. A-87, Attachment A.

Eligible cost categories are as follows:

Personal Services	This includes salary, overtime, compensating time off and associated fringe benefits.
Travel	Recipients must follow their own established travel policy. If they have no established policy, they must follow the state's travel policy.
Equipment	<p>This is defined as property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.</p> <p>Allowable equipment categories for FY 2007 EMPG are listed on the web-based Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB), at http://www.rkb.mipt.org.</p> <p>The FY 2007 EMPG AEL is housed on the RKB and relies heavily on the Standardized Equipment List (SEL) developed by the InterAgency Board (IAB) for Equipment Standardization and Interoperability. The AEL maintains the cross-referencing to the SEL in an effort to eliminate redundancy. Both the AEL and SEL are available on the RKB, which also offers an interactive version that provides links to corresponding SEL items and commercial products.</p>
Operating expenses	This includes all items not defined as equipment such as printing, postage, communications, data processing, etc.
Contractors/consultants	This includes funds allocated for contractual agreements.
Pass through to locals	This includes the funds being passed through to cities and/or other political entities.
Indirect Costs	Rate is based on what is included in the indirect cost proposals approved by the cognizant federal agency.

Another useful Financial Guide is:

http://www.dhs.gov/xlibrary/assets/Grants_FinancialManagementGuide.pdf

Part Three – Application Requirements and Process

Application Components

The application must include the following:

- Application for Assistance
 - Project Narrative
 - Project Budget Summary Worksheet
 - Governing Body Resolution
 - Grant Assurances
-

Mailing Address

The application must be mailed to your Regional office:

Coastal Region
1300 Clay Street, Suite 400
Oakland, CA 94612

Inland Region
3650 Schriever Avenue
Mather, CA 95655

Southern Region
4671 Liberty Avenue
Los Alamitos, CA 90720

Application for Assistance

The Application for Assistance form is the coversheet for the application. It identifies the applicant, the authorized agent and contact person for the grant and their addresses, the maximum award amount and the amount the OA is requesting. It must be signed by the authorized agent and, after review, it is approved by OES. This document serves as the contractual basis for the award of funds.

Project Narrative

The project narrative must include the following:

- An OA assigned number for the project.
- A project title and description.
- The goal and objective (from Appendix B) that the project supports.
- Projects should be presented in terms of what will be accomplished. For example, if training is planned, the jurisdiction must indicate what the training is expected to accomplish. The jurisdiction should clearly indicate how it would know its purpose has been accomplished.

The project narrative forms the basis for the performance reports and OAs will be expected to report progress on each project.

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Part Three – Application Requirements and Process, Continued

**Budget
Summary
Worksheet**

A budget must be developed for each project and itemized on the Budget Summary Worksheet. The total of all projects should equal the amount requested on the Application for Assistance.

The following expenses need to be itemized:

- Personal Services
 - Equipment
 - Operating Expenses
 - Travel
 - Contractors/consultants
 - Pass through to locals
 - Indirect Costs
-

**Governing
Body
Resolution**

The Governing Body Resolution appoints agents authorized to execute any actions necessary under this grant. OAs are not required to create a new Governing Body Resolution with the FY07 EMPG application if the one on file with OES is current, however, a copy of your resolution needs to be filed with your application.

**Grant
Assurances**

The Grant Assurances form lists the requirements to which the OA will be held accountable. OAs are required to file a new Grant Assurances form with the FY07 EMPG application.

**Application
Due Date**

The application package must be submitted to OES by May 15, 2007. Incomplete applications will not be approved.

**Approval of
Application**

OES will notify the OA, in writing, of the approved application, award amount and performance period.

Part Four – Performance Period Activities

Reimbursement of Eligible Costs

FY07 EMPG funds will be disbursed on a reimbursement basis, by project, using the Reimbursement Request form included in Appendix C.

OAs are strongly encouraged to submit reimbursement requests as soon as costs have been incurred and vendor invoices have been received. The cost of employee labor and expenses has been incurred as soon as the time has been worked or the expense has been paid. Vendor costs have been incurred when the purchasing jurisdiction has received the vendor's invoice for payment. Encumbrances, purchase orders or signed contracts do not qualify as incurred costs.

NOTE: Payments can only be made if the OA has an:

- Approved Application
 - Valid Governing Body Resolution
 - Valid Grant Assurance
-

Revision Requests

All changes to the OA's approved Project Narratives and Project Budget Worksheets must be submitted to OES in writing and approved ***prior*** to initiating the revised scope of work or incurring the associated expenditures. These changes can be requested as part of the performance report process. However, OAs are not precluded from submitting revision requests to OES at any time during the performance period.

Failure to submit revision requests and receive approval prior to expenditure could result in a reduction or disallowance of that part of the grant.

Performance Report

OAs must prepare and submit a performance report to OES for the duration of the performance period, or until all grant activities are completed and the grant is formally closed. The report must include the status of all projects, as well as other requested information and data. The report is due to OES July 16, 2007.

The last performance report is due to OES by October 15, 2007 (unless extended), and will serve as the final grant report.

A performance report template, with instructions, will be distributed under separate cover prior to the deadline for the first report. Failure to submit your performance report could result in grant reduction, termination or suspension.

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Part Four – Performance Period Activities, Continued

Interest Earnings

In accordance with Title 44, Code of Federal Regulations, Part 13.21, any interest earned, in excess of \$100 per federal fiscal year, must be remitted quarterly to:

United States Department of Health and Human Services
Division of Payment Management Services
Post Office Box 6021
Rockville, MD 20852

NOTE: The transmittal letter included with the check should indicate that the OA is returning interest earned on FY07 EMPG funds.

A copy of the transmittal letter should be sent to your Regional office at:

Coastal Region
1300 Clay Street, Suite 408
Oakland, CA 94612

Inland Region
3650 Schriever Avenue
Mather, CA 95655

Southern Region
4671 Liberty Avenue
Los Alamitos, CA 90720

Monitoring Grant Performance

The state may perform periodic reviews of the OA's grant performance. These reviews may include, but are not limited to:

- Comparing actual grant activities to those approved on the Project Narrative and Budget Worksheet.
- Confirming compliance with:
 - Grant Assurances.
 - Information provided on the performance reports.
- Reviewing Financial and Administrative Records

Record Retention Requirements

Specific requirements for record retention can be found in Title 44, CFR, Part 13.42

In the Grant Closeout letter, OES will notify the OA of the start of the record retention period for programmatic and financial records.

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Part Four – Performance Period Activities, Continued

Accessibility of Records The federal Department of Homeland Security, the DHS Office of Inspector General, the Comptroller General of the United States, OES, and any of their authorized representatives, shall have the right of access to any books, documents, papers, or other records which are pertinent to the grant, in order to make audits, examinations, excerpts and transcripts. The right of access is not limited to the required retention period but shall last as long as the records are retained. Refer to 44 CFR 13.42 for more information about accessibility of records.

Suspension Or Termination Should a jurisdiction materially fail to comply with any term of an award, whether stated in a Federal statute or regulation, an assurance, in a state plan or application, a notice of award, or elsewhere, OES may take one or more of the following actions:

- Temporarily withhold cash payments pending correction of the deficiency by the jurisdiction;
- Disallow all or part of the cost of the activity or action not in compliance;
- Wholly or partly suspend or terminate the current award for the jurisdiction's program;
- Withhold further awards for the program; or
- Take other remedies that may be legally available.

Before taking action, the state will provide the jurisdiction reasonable notice of intent to impose measures and will make efforts to resolve the problem informally. For more details on enforcement, see 44 CFR Part 13.43.

Part Five – Grant Closeout

Final Grant Report	The performance report due to OES by October 15, 2007 (unless extended), will serve as the final grant report.
Closeout Review and Notification	OES will review the OA's final performance report for compliance with all grant conditions. After compliance has been verified, OES will notify the OA, in writing, of the grant closure and record retention requirements.
Financial Reconciliation of Grant Funds	<p>If the final performance report indicates that the OA:</p> <ul style="list-style-type: none">• is owed additional funds, OES will send the final payment automatically to the OA.• did not use all funds received, OES will issue an Invoice to recover unused funds.
Audit Requirements	OAs, and their recipients, must comply with the audit requirements contained in OMB Circular A-133 and Title 44, CFR, Part 13.26.

Appendices

**List of
Appendices**

A – Allocations to Operational Areas
B – State OES Goals and Objectives
C – Forms
D – Acronyms
E – Definitions

Appendix A – Allocations to Operational Areas

FY 07 EMPG Allocation				
County	Population*	Base	Per Capita	Total Allocation
ALAMEDA	1,514,909	\$50,000	169,922	\$219,922
ALPINE	1,256	\$50,000	141	\$50,141
AMADOR	38,377	\$50,000	4,305	\$54,305
BUTTE	216,961	\$50,000	24,336	\$74,336
CALAVERAS	45,928	\$50,000	5,152	\$55,152
COLUSA	21,766	\$50,000	2,441	\$52,441
CONTRA COSTA	1,034,874	\$50,000	116,078	\$166,078
DEL NORTE	29,328	\$50,000	3,290	\$53,290
EL DORADO	177,909	\$50,000	19,955	\$69,955
FRESNO	909,399	\$50,000	102,004	\$152,004
GLENN	28,767	\$50,000	3,227	\$53,227
HUMBOLDT	131,361	\$50,000	14,734	\$64,734
IMPERIAL	169,888	\$50,000	19,056	\$69,056
INYO	18,327	\$50,000	2,056	\$52,056
KERN	796,331	\$50,000	89,322	\$139,322
KINGS	149,758	\$50,000	16,798	\$66,798
LAKE	64,018	\$50,000	7,181	\$57,181
LASSEN	36,515	\$50,000	4,096	\$54,096
LOS ANGELES	10,292,723	\$50,000	1,154,497	\$1,204,497
MADERA	147,201	\$50,000	16,511	\$66,511
MARIN	254,769	\$50,000	28,576	\$78,576
MARIPOSA	18,156	\$50,000	2,036	\$52,036
MENDOCINO	89,961	\$50,000	10,091	\$60,091
MERCED	249,116	\$50,000	27,942	\$77,942
MODOC	9,910	\$50,000	1,112	\$51,112
MONO	13,755	\$50,000	1,543	\$51,543
MONTEREY	423,478	\$50,000	47,500	\$97,500
NAPA	135,228	\$50,000	15,168	\$65,168
NEVADA	99,584	\$50,000	11,170	\$61,170
ORANGE	3,083,894	\$50,000	345,909	\$395,909
PLACER	322,428	\$50,000	36,166	\$86,166
PLUMAS	21,093	\$50,000	2,366	\$52,366
RIVERSIDE	2,004,608	\$50,000	224,850	\$274,850
SACRAMENTO	1,396,353	\$50,000	156,624	\$206,624
SAN BENITO	57,534	\$50,000	6,453	\$56,453
SAN BERNARDINO	2,016,277	\$50,000	226,158	\$276,158
SAN DIEGO	3,084,634	\$50,000	345,992	\$395,992
SAN FRANCISCO	802,651	\$50,000	90,030	\$140,030
SAN JOAQUIN	674,323	\$50,000	75,636	\$125,636
SAN LUIS OBISPO	263,824	\$50,000	29,592	\$79,592
SAN MATEO	729,366	\$50,000	81,810	\$131,810
SANTA BARBARA	421,656	\$50,000	47,296	\$97,296
SANTA CLARA	1,791,869	\$50,000	200,987	\$250,987

SANTA CRUZ	263,385	\$50,000	29,543	\$79,543
SHASTA	180,757	\$50,000	20,275	\$70,275
SIERRA	3,495	\$50,000	392	\$50,392
SISKIYOU	45,941	\$50,000	5,153	\$55,153
SOLANO	423,033	\$50,000	47,450	\$97,450
SONOMA	480,805	\$50,000	53,930	\$103,930
STANISLAUS	519,276	\$50,000	58,245	\$108,245
SUTTER	93,142	\$50,000	10,447	\$60,447
TEHAMA	61,424	\$50,000	6,890	\$56,890
TRINITY	14,196	\$50,000	1,592	\$51,592
TULARE	425,600	\$50,000	47,738	\$97,738
TUOLUMNE	57,347	\$50,000	6,432	\$56,432
VENTURA	821,698	\$50,000	92,167	\$142,167
YOLO	192,285	\$50,000	21,568	\$71,568
YUBA	71,938	\$50,000	8,069	\$58,069
TOTALS	37,444,385	\$2,900,000	4,200,000	\$7,100,000

*Based on the Department of Finance's report entitled "E-2 California County Population Estimates" issued December 2006.

Appendix B – State OES Goals and Objectives

Goal A

Hazard Mitigation

Reduce the impact of disasters and other catastrophic events through effective Hazard Mitigation measures. This may include:

Objectives

- A1** Review and update identified hazards and risk assessment
- A2** Develop and maintain existing hazard mitigation plans under DMA 2000
- A3** Integrate hazard mitigation activities in all pertinent agency programs.
- A4** Maximize the use of hazard mitigation funding to reduce the impact of future disasters.
- A5** Develop a strategy for the utilization of all hazards risk assessment.
- A6** Maintain collaborative and cooperative relationships with the scientific and technical communities for all hazards.

Goal B

Emergency Planning

Update emergency laws, plans and procedures to be compliant with the Emergency Services Act (which includes SEMS) and NIMS.

Objectives

- B1** Initiate the integration of NIMS into existing emergency management programs, plans and procedures.
 - B2** Complete NIMCAST baseline assessment.
-

Appendix B – State OES Goals and Objectives, Continued

Goal B

Objectives continued

- B3** Formulate a NIMS implementation plan.
- B4** Conduct at least one operational area (OA) council meeting annually.
- B5** Participate in MARAC and SEMS Specialist meetings.
- B6** Establish a regular EOP review cycle (not more than 3 years) and maintenance plan.
- B7** Participate in the Emergency Management Accreditation Program (EMAP).
- B8** Participate in regional and sub-regional planning efforts such as:
 - Dam Evacuation Planning
 - Mass Evacuation Planning
 - Tsunami Planning
 - Health and Medical Planning
 - Transportation Planning
 - Care and Shelter Planning
 - Communications Planning
 - Local Emergency Planning Committee (LEPC)
 - Special hazard planning, e.g. fire risk, flood risk, etc.
 - Public/Private Partnerships and Community Based Organizations (CBOs)
 - Plans and procedures to integrate private resources into emergency response and recovery efforts
 - Catastrophic Disaster Planning
 - Developing a Regional Emergency Coordination Plan (RECP)
 - Planning for persons with disabilities/the elderly
 - CARES (Planning for preparedness/response for pets)
- B9** Ensure continuity of operations plans (COOP) and continuity of government (COG) planning.
- B10** Enhance and coordinate mutual aid programs throughout the OA.
- B11** Integrate lessons learned from After Action Reports for disasters into documents, procedures and processes.

Appendix B – State OES Goals and Objectives, Continued

Goal C

Emergency Preparedness

Promote and support regional and sub-regional emergency preparedness efforts.

Objectives

C1 Develop and/or maintain Public Education Programs.

C2 Participate in state and local risk-reduction campaigns such as:

- Earthquake Preparedness
- Storm Ready
- Tsunami Ready
- Tribal Government emergency management outreach

C3 Promote individual and business preparedness and mitigation, including provision of risk communication to Operational Areas, Local Jurisdictions, businesses, non-profit and community based organization through building constituencies, contacts and relationships.

C4 Develop and/or maintain Earthquake Preparedness Program.

C5 Ensure that local OES has a program and procedures to utilize volunteers and volunteered resources.

C6 Ensure state and local agencies are prepared to respond to all hazards including terrorist acts.

C7 Support and assist state and local agencies efforts to obtain equipment that can be used to prevent or respond to either potential or actual terrorist acts.

Goal D

Training, Exercise and Evaluation

Develop, present and participate in training classes and exercises.

Objectives

D1 Participate in SEMS/NIMS training and other Emergency Management training.

D2 Establish and implement an all-hazards, progressive exercise program.

D3 Complete after action reports.

D4 Implement corrective actions.

Continued on next page

Appendix B – State OES Goals and Objectives, Continued

Goal E

Communications, Alert and Warning

Enhance and maintain emergency communications systems. Provide for the rapid assessment and, as appropriate, verification, impact analysis and timely notification of predictions, forecasts and/or warnings of potential and/or actual emergencies or disasters, including terrorism and weapons of mass destruction (WMD), in order to maximize protective actions, emergency preparedness and to enhance response effectiveness.

Objectives

- E1** Increase the agency's capability to assess impending threats and issue warnings.
- E2** Enhance Regional, County (OA) and City EOC interoperable communications systems, including, but not limited to:
- Radio systems
 - Video conferencing
 - Enhanced OASIS
 - Compatible emergency information management systems, such as RIMS
- E3** Develop emergency public information.
- E4** Improve the agency's ability to maintain day-to-day operations during disaster response and recovery periods.
- E5** Streamline and standardize administrative and program procedures.
- E6** Improve communications with OES constituents, legislators and special interest groups.

Continued on next page

Appendix B – State OES Goals and Objectives, Continued

Goal F

Emergency Response

Establish or enhance emergency operations facilities, equipment and capabilities.

Objectives

- F1** Enhance EOC facilities, equipment and capabilities.
- F2** Establish alternate essential facilities.
- F3** Establish or enhance duty officer systems and procedures.
- F4** Establish and enhance resource inventories.
- F5** In coordination with State OES Regions, develop Emergency Manager's Mutual Aid (EMMA) EOC support teams.
- F6** Develop after action reports.
- F7** Implement corrective actions.
- F8** Ensure a smooth transition from Response to Recovery.
- F9** Improve communications with OES constituents, legislators and special interest groups.

Continued on next page

Appendix B – State OES Goals and Objectives, Continued

Goal G **Recovery**

Enhance capabilities to rapidly recover from the impacts of emergencies and disasters. To provide for: an efficient, integrated and comprehensive transition process from response to recovery operations; effective disaster assistance to impacted individuals, businesses and public agencies; longer-term reconstruction activities; and, mitigation and risk management initiatives.

Objectives

- G1** Develop recovery plans and programs.
 - G2** Establish recovery organizations and partnerships.
 - G3** Develop after action reports.
 - G4** Implement corrective actions.
 - G5** Improve communications with OES constituents, legislators and special interest groups.
 - G6** Provide advocacy and necessary training and information to those seeking disaster assistance.
 - G7** Anticipate and address recovery issues with local governments, state agencies, private organizations and the federal government in a timely and effective manner.
 - G8** Establish programs and streamline processes to improve customer service.
 - G9** Establish a system for the integration of other services (Local Assistance Centers)
 - G10** Include private sector, non-governmental and volunteer organizations in all phases of emergency management.
-

Appendix C – Forms

Forms

The forms required for this grant include the following:

- Application for Assistance
 - Program Narrative
 - Budget Summary Worksheet
 - Governing Body Resolution
 - Grant Assurances
 - Reimbursement Request
-

**FY 2007 Emergency Management Performance Grant
Application for Assistance**

Applicant: _____
(County)

Contact Information:

Authorized Agent Mailing Address

Name/Title

City, State, Zip Code

Area Code/Office Telephone Number

E-Mail Address

<i>Allocated Amount (from Appendix A)</i>	\$ _____
<i>Amount Requested per Budget Summary Worksheet</i>	\$ _____

Application Checklist – The following items must be included with this grant application package:

- | | |
|----------------------------------|---|
| _____ Application for Assistance | _____ Governing Body Resolution (if required) |
| _____ Program Narrative | _____ Grant Assurances (if required) |
| _____ Budget Summary Worksheet | |

Certification and Signature of Authorized Agent

I am the duly appointed Authorized Agent and have the authority to apply for this grant and submit this application on behalf of the Operational Area.

Signature of Authorized Agent

Printed Name

Title

Date

For OES USE ONLY

Application Reviewed/Grant Award Approved: _____
Signature *Date*

Subgrant Performance Period: October 1, 2006 to September 30, 2007

OES ID # ____-00000 Catalog of Federal Domestic Assistance #97.042 Award # EMF-2007-GR-0702

PROJECT NARRATIVE

FY 2007 EMPG Project #[x]

EMF #:	
EMPG Objective:	
Preparedness Strategy Objective:	
National Priority/Target Capability:	
Area of Need Addressed:	
Performance Measure(s) and Basis of Evaluation:	
Challenges/risks:	
Budget	
1st Quarter	Expected Outcome:
	Activity Results:
2nd Quarter	Expected Outcome:
	Activity Results:
3rd Quarter	Expected Outcome:
	Activity Results:
4th Quarter	Expected Outcome:
	Activity Results:

BUDGET SUMMARY WORKSHEET

Line Item	Project #1	Project #2	Project #3	Project #4	Project #5	Project #6	Project #7	Project #8	TOTAL
Personal Services									
Equipment									
Operating Expenses									
Travel									
Contractors/consultants									
Pass thru to locals									
Indirect Costs (Overhead)									
TOTAL									

Governing Body Resolution

BE IT RESOLVED BY THE _____
(Governing Body)

OF THE _____ ***THAT***
(Name of Applicant)

_____, ***OR***
(Name or Title of Authorized Agent)

_____, ***OR***
(Name or Title of Authorized Agent)

_____,
(Name or Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the named applicant, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining federal financial assistance provided by the federal Department of Homeland Security and subgranted through the State of California.

Passed and approved this _____ day of _____, 20____

Certification

I, _____, duly appointed and
(Name)

_____ of the _____
(Title) (Governing Body)

do hereby certify that the above is a true and correct copy of a resolution passed and approved by
the _____ of the _____ on the
(Governing body) (Name of Applicant)

_____ day of _____, 20_____.

(Official Position)

(Signature)

(Date)

Instruction Sheet for the Governing Body Resolution

Purpose The purpose of the Governing Body Resolution is to appoint individuals to act on behalf of the governing body and the OA.

Authorized Agent(s) The Governing Body Resolution allows for the appointment of individuals or positions. For each person or position appointed by the governing body, submit the following information, with the resolution, to OES on the applicant's letterhead:

- | | |
|--|---|
| <input type="checkbox"/> Jurisdiction | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> Grant Program | <input type="checkbox"/> Fax # |
| <input type="checkbox"/> Name | <input type="checkbox"/> Cell Phone # |
| <input type="checkbox"/> Title | <input type="checkbox"/> E-Mail Address |
| <input type="checkbox"/> Address | |
| <input type="checkbox"/> City | |
| <input type="checkbox"/> Zip Code | |
-

Authorized Agent Changes

- If the Governing Body Resolution identified Authorized Agents by position and/or title, changes can be made by submitting new Authorized Agent information to OES, as indicated above.
- If the Governing Body Resolution identified Authorized Agents by name, a new Resolution is needed when any changes are made. The information list above must also be submitted with the new Resolution.

FY 07 EMERGENCY MANAGEMENT PERFORMANCE GRANT ASSURANCES, CERTIFICATIONS, TERMS AND CONDITIONS

ASSURANCES

The applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-87, A-102, A-133; Executive Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency, the General Accounting Office, or the State of California, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance, and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63.
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Executive Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. It will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs;
8. It will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

9. It will initiate and complete the work within the approved performance period after receipt of approval of the State of California.
10. It will comply with Standardized Emergency Management (SEMS) requirements as stated in the California Emergency Services Act, Government Code, Chapter 7 of Division 1 of Title 2, Section 8607.1(e) and CCR Title 19, Sections 2445, 2446, 2447, and 2448.
11. It has requested through the State of California, federal financial assistance to be used to perform eligible work approved in the applicant's application for federal assistance. It will after the receipt of federal financial assistance, through the State of California, agree to the following:
 - a. To return to the State of California such part of the funds so reimbursed pursuant to the above numbered application, which are excess to the approved actual expenditures.
 - b. In the event the approved amount of the above numbered project application is reduced, the reimbursement applicable to the amount of the reduction will be promptly refunded to the State of California.
12. In general, grantees are not required to comport with the restrictions of the Buy American Act (41 U.S.C. 10a). However, grants authorized under the Stafford Act, including the EMPG program, must follow these standards. The Buy American Act requires that all materials purchased be produced in the United States, unless such materials are not available, or such a purchase would not be in the public interest.

CERTIFICATIONS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug- Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the State of California determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING - As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:
 - (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
 - (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned

shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions found at www.whitehouse.gov/omb/grants.

- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510

A. The applicant certifies that it and its principals:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (A)(2) of this certification; and
- (4) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirement: This certification, which is a required component of the on-line application, commits the applicant to compliance with the certification requirements under 28 CFR part 67, *Government-wide Debarment and Suspension (Non-procurement)*; 28 CFR part 69, *New Restrictions on Lobbying*; and 28 CFR part 83 *Government-wide Requirements for Drug-Free Workplace (Grants)*. All of these can be referenced at:

http://www.access.gpo.gov/nara/cfr/waisidx_04/28cfrv2_04.html.

4. SWEATFREE CODE OF CONDUCT:

- a. All applicants contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the subgrant have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The applicant further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.
 - b. The applicant agrees to cooperate fully in providing reasonable access to the applicant's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).
5. DOMESTIC PARTNERS: For subgrants executed or amended after July 1, 2004, the applicant may elect to offer domestic partner benefits to the applicant's employees in accordance with Public Contract Code section 10295.3. However, the applicant cannot require an employee to cover the costs of providing any benefits which have otherwise been provided to all employees regardless of marital or domestic partner status.

TERMS AND CONDITIONS

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Applicant needs to be aware of the following provisions regarding current or former state employees. If subgrantee has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Public Contract Code §10410):

- 1) No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- 2) No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Public Contract Code §10411):

- 1) For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

- 2) For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If applicant violates any provisions of above paragraphs, such action by applicant shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Applicant needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and applicant affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)
3. AMERICANS WITH DISABILITIES ACT: Applicant assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)
4. APPLICANT NAME CHANGE: An amendment is required to change the applicant's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.
5. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.
6. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the applicant shall not be:
 - (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district;
 - (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or
 - (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and applicant may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the applicant has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective jurisdiction to the assurances and certifications listed above.

<i>Jurisdiction (Printed)</i>		
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>		

**FY 07 Emergency Management Performance Grant (EMPG)
Homeland Security Grant Program
Payment Request for Grant Expenditures**

Award # _____

Mail Reimbursement Request to your Regional Office:

Subgrantee: _____

Governor's Office of Emergency Services

OES ID #: _____

Coastal Region
1300 Clay Street, Suite 408
Oakland, CA 94612

Inland Region
3650 Schriever Avenue
Mather, CA 95655

Southern Region
4671 Liberty Avenue
Los Alamitos, CA 90720

Payment Request for which time period? (Check only one box per Payment request):

☐ **10/01/06 to 6/30/07**

☐ **07/01/07 to 9/30/07**

☐ **This is our Final Payment Request**

<i>Project #</i>	Federal Funds Requested for the time period checked above	Total Funds Expended to Date	Local Share
<i>Total</i>			

Under penalty of perjury, I certify that:

- I am the duly Authorized Agent of the claimant herein.
- This payment request is in all respects true, correct, and in accordance with applicable laws, rules, regulations, grant conditions and assurances.
- All funds requested as an advance will be expended within 120 days of this request.
- All funds requested as a reimbursement have been matched with local funds.

Authorized Agent (Per Governing Body Resolution/State Agency Signature Authority Form)

Printed Name

Phone No.

Title

E-Mail Address

Mailing Address

Fax No.

City, State, Zip Code

Signature

Date

☐ *Check this box if this is a new address for the Authorized Agent.*

Instruction Sheet for the Reimbursement Request

Subgrantee	The subgrantee is the agency identified in the original grant application and indicated in the <i>Notification of Application Approval</i> letter. Do not identify any sub-departments or offices as the applicant.		
Award Number	The Award Number is identified on the <i>Notification of Application Approval</i> letter.		
OES ID #	The OES ID# is identified on the <i>Notification of Application Approval</i> letter.		
Payment Request Period	Indicate the time period for which funds are being requested. For reimbursements, the time period chosen should represent the period in which the grant funds have been expended. Only one period can be chosen per payment request and the request period cannot cross state fiscal years; therefore, separate requests must be submitted for expenditures incurred on or before June 30, and on or after July 1.		
Definition of Expenditure	For the purposes of this form, expenditure is defined as the actual payment of funds, by subgrantees, to contractors, vendors, or employee labor, equipment, etc.		
Project Number	Indicate the project number as noted on the Project Summary which is attached to your <i>Notification of Application Approval</i> letter.		
Federal Funds Requested for the time period checked above	For each project, indicate the amount of the federal funds being requested from your EMPG grant award. This should be exactly what you want us to reimburse you for. Do not include the local share.		
Total Funds Expended to Date	In this column, indicate all funds expended so far for each project, including the local portion. This will help us ensure you are meeting the match requirements.		
Authorized Agent Information	Complete all line items requested and ensure that the form is signed by an Authorized Agent named in the Governing Body Resolution, or the State Agency Signature Authority form.		
Address Changes	Indicate a change of address by checking the box shown and noting the address in the area marked "mailing address". The new address will be used to update OES’ records.		
Supporting Documents	Supporting documents are not required to be submitted with the Payment Request; however, the state reserves the right to request documentation at any time. Subgrantees are reminded to maintain documents that support the expenditure and reimbursement amounts shown on the request.		
Mail	Mail the original Payment Request form to OES at: Governor's Office of Emergency Services Coastal Region Inland Region Southern Region 1300 Clay Street, Suite 408 3650 Schriever Avenue 4671 Liberty Avenue Oakland, CA 94612 Mather, CA 95655 Los Alamitos, CA 90720		

Appendix D – Acronyms

A & W	Alert and Warning
AAR	After Action Report
ARC	American Red Cross
ARP	Accidental Risk Prevention
BSA	California Bureau of State Audits
CAER	Community Awareness & Emergency Response
CalARP	California Accidental Release Prevention
CalEPA	California Environmental Protection Agency
CAR	Capability Assessment for Readiness
CBO	Community based organization
CBRN	Chemical, Biological, Radiological, or Nuclear materials
CDF	California Department of Forestry and Fire Protection
CDMG	California Division of Mines and Geology
CEC	California Energy Commission or California Emergency Council
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CERT	Community Emergency Response Team
CEPEC	California Earthquake Prediction Evaluation Council
CESRS	California Emergency Services Radio System
CFDA	Catalog of Federal Domestic Assistance
CFR	Code of Federal Regulations
CHIP	California Hazard Identification Program
CHMIRS	California Hazardous Material Incident Reporting System
CHP	California Highway Patrol
CLETS	California Law Enforcement Telecommunications System
COG	Continuity of Government
COOP	Continuity of Operations
CSTI	California Specialized Training Institute
CUPA	Certified Unified Program Agency
DAD	Disaster Assistance Division (of the state Office of Emergency Services)
DFO	Disaster Field Office
DGS	California Department of General Services
DHS	U.S. Department of Homeland Security
DHS-RHB	California Department of Health Services, Radiological Health Branch
DOC	Department Operations Center
DOE	Department of Energy (U.S.)
DOF	California Department of Finance
DOJ	California Department of Justice
DSR	Disaster Survey Report
DSW	Disaster Service Worker
DWR	California Department of Water Resources
EAS	Emergency Alerting System
EDIS	Emergency Digital Information System
EERI	Earthquake Engineering Research Institute
EMA	Emergency Management Assistance
EMAP	Emergency Management Accreditation Program
EMF	Emergency Management Function
EMI	Emergency Management Institute
EMMA	Emergency Managers Mutual Aid
EMPG	Emergency Management Performance Grant
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency (U.S.)
EPEDAT	Early Post Earthquake Damage Assessment Tool
EPI	Emergency Public Information
EPIC	Emergency Public Information Council
EP&R	Emergency Preparedness and Response (DHS Directorate)
ESF	Emergency Service Functions (Federal)

FEMA	Federal Emergency Management Agency
FIR	Final Inspection Reports
FIREScope	Fire Fighting Resources of Southern California Organized for Potential Emergency
FMA	Flood Management Assistance
FSR	Feasibility Study Report
FY	Fiscal Year
GIS	Geographical Information System
HAZMAT	Hazardous Material
HAZMIT	Hazardous Mitigation
HAZUS	Hazards-United States (an earthquake damage assessment prediction tool)
HCD	Housing and Community Development
HEICS	Hospital Emergency Incident Command System
HEPG	Hospital Emergency Planning Guidance
HIA	Hazard Identification and Analysis Unit
HMEP	Hazardous Materials Emergency Preparedness
HMGP	Hazard Mitigation Grant Program
IDE	Initial Damage Estimate
IA	Individual Assistance
IFGP	Individual & Family Grant Program
IPA	Information and Public Affairs (of state Office of Emergency Services)
IRG	Incident Response Geographic Information System
LEMA	Law Enforcement Mutual Aid
LEPC	Local Emergency Planning Committee
MARAC	Mutual Aid Regional Advisory Council
MOU	Memorandum of Understanding
NBC	Nuclear, Biological, Chemical
NEMA	National Emergency Management Agency
NEMIS	National Emergency Management Information System
NFIP	National Flood Insurance Program
NIMCAST	National Incident Management Capability Assessment Tool
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Association
NPP	Nuclear Power Plant
NSF	National Science Foundation
NWS	National Weather Service
OA	Operational Area
OASIS	Operational Area Satellite Information System
OCC	Operations Coordination Center
OES	California Governor's Office of Emergency Services
OSHDP	Occupational Safety and Health Protection Division
OSPR	Oil Spill Prevention and Response
PA	Public Assistance
PDA	Preliminary Damage Assessment
PIO	Public Information Office
POST	Police Officer Standards and Training
PSA	Public Service Announcement
PTAB	Planning and Technological Assistance Branch
RAMP	Regional Assessment of Mitigation Priorities
RAPID	Railroad Accident Prevention & Immediate Deployment
RDO	Radiological Defense Officer
RDMHC	Regional Disaster Medical Health Coordinator
REOC	Regional Emergency Operations Center
REPI	Reserve Emergency Public Information
RES	Regional Emergency Staff
RIMS	Response Information Management System
RMP	Risk Management Plan
RPU	Radiological Preparedness Unit (OES)

RRT	Regional Response Team
SARA	Superfund Amendments & Reauthorization Act
SAP	Safety Assessment Program
SBA	Small Business Administration
SEMS	Standardized Emergency Management System
SEPIC	State Emergency Public Information Committee
SLA	State and Local Assistance
SONGS	San Onofre Nuclear Generating Station
SOP	Standard Operating Procedure
SWEPC	Statewide Emergency Planning Committee
TRU	Transuranic
UPA	Unified Program Account
USAR	Urban Search and Rescue
USGS	United States Geological Survey
WC	California State Warning Center
WIPP	Waste Isolation Pilot Project
WMD	Weapons of Mass Destruction